



California Emergency Management Agency
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
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February 13, 2009

To: PROJECT DIRECTOR
Child Sexual Abuse Treatment (CSAT) Program

Subject: REQUEST FOR APPLICATION (RFA)

The California Emergency Management Agency (CalEMA), formerly known as the Governor's Office of Emergency Services, is pleased to announce the release of the Child Sexual Abuse Treatment (CSAT) Program Request for Application (RFA). This program is made available through the State's Victim/Witness Assistance fund. The funding level for the CSAT Program for Fiscal Year (FY) 2009/2010 is anticipated to be \$256,500.

The recipients funded in FY 2008/2009 are the only ones eligible to apply for continuation funding. Specific funding amounts for each recipient are provided in the RFA. The grant period will begin July 1, 2009 and end on June 30, 2010. Please note: continuation funding for FY 2009/2010 is contingent on passage of the State Budget Act, availability of funds, successful project performance, and compliance with the grant award agreement.

To continue to receive funding in FY 2009/2010, it is necessary to complete and return the enclosed application by **Friday, March 27, 2009**. Instructions for sending or hand delivering the application are included in the RFA.

Should you have questions, please contact Helen Alexander at (916) 322-2243 or by email at: Helen.alexander@oes.ca.gov.

Sincerely,

GILLSA HEREDIA MILLER, MSW
Chief, Children's Section
Law Enforcement and Victim Services Division

Enclosure

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM
REQUEST FOR APPLICATION**

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IV. FORMS – Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on **or** go to www.CalEMA.ca.gov select a “Criminal Justice Programs” section under the “Justice Programs” tab, “Grant Applications & Proposals” then look in the “Related Links” for “Forms: Or paste the following link into your browser:
[http://www.CalEMA.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.CalEMA.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)

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**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the California Emergency Management Agency (CalEMA) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible at www.CalEMA.ca.gov, by selecting “Criminal Justice Programs” section under the “Justice Programs” tab, “Grant Applications & Proposals,” then looking in the “Related Links” for “*Recipient Handbooks*.”

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Helen Alexander, Program Specialist
(916) 322-2243
(916) 324-8554 fax
helen.alexander@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to CalEMA’s Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, March 27, 2009**, to:

California Emergency Management Agency
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Child Sexual Abuse Treatment Program – Children’s Section

2. Hand delivered by **5:00 p.m. on Friday, March 27, 2009** to:

California Emergency Management Agency
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Child Sexual Abuse Treatment Program – Children’s Section

D. ELIGIBILITY

To be eligible to receive funding for the Child Sexual Abuse Treatment (CSAT) Program, recipient must be one of the four agencies which received funding for the CSAT Program in the last funding Fiscal Year (FY) 2008/2009. Specifically, for the purpose of this RFA, the recipients eligible to apply for funding are:

Children's Institute, Inc. (CII)	Los Angeles	\$76,950
Regents of the University of California	Sacramento	\$76,950
Child Abuse Listening and Mediation (CALM)	Santa Barbara	\$51,300
Mendocino County Youth Project	Mendocino	\$51,300

E. FUNDS**1. Grant Award Period**

Funding for this application is for a twelve (12) month period. The grant period will begin on July 1, 2009 and end on June 30, 2010.

2. Funding Levels

Grant funding is contingent upon the FY 2009/2010 State Budget Act being passed by the Legislature and signed by the Governor. CalEMA does not have authority to disburse funds until the State budget is passed and the Grant Award Agreement is fully executed. Until such time, recipients must refrain from incurring expenditures. Expenditures incurred prior to authorization are made at the recipient's own risk. When the executed grant is received by recipient, authorized expenditure reports (CalEMA 2-201s) may be submitted for reimbursement of grant funds.

If during the term of the grant award the funds appropriated for the purpose of the grant award are reduced or eliminated by the California Legislature, CalEMA may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent funds are available for payment of such costs.

The FY 2009/2010 Governor's Proposed Budget is anticipated to contain \$256,500 in State Victim Witness Assistance funds for the continuation funding of the Child Sexual Abuse Treatment (CSAT) Program. Specific funding amounts for each recipient are provided above (D. Eligibility).

F. PROGRAM INFORMATION

The Child Sexual Abuse Treatment (CSAT) Program funds local government agencies and nonprofit organizations to provide comprehensive treatment services to child victims of sexual abuse and/or sexual exploitation. Services are directed toward child victims under the age of 18. Services to appropriate non-offending family members are provided as support services to help in the child's recovery.

The CSAT Program must have, at least, one licensed clinician with specialized training in child sexual abuse. Other program staff may include licensed-eligible or post graduate registered interns to provide support services.

Treatment services include, but are not limited to: outreach; in person crisis intervention services; intake; assessment; individual and group (children) counseling; interagency coordination; and follow-up evaluation.

1. Advisory Committee

Penal Code Section 13836 et seq mandated the establishment of the eleven member State Advisory Committee (SAC) on Sexual Assault Victim Services to advise CalEMA on the development and implementation of the CSAT Program, and to approve funding recommendations. CalEMA appoints five of the committee members, including three district attorneys, one public defender, and one representative of a law enforcement agency. The Commission on the Status of Women appoints six committee members including one medical professional and one representative of a rape crisis center.

2. Administrative Authority

CalEMA is the administrative agency for the CSAT Program. The role of CalEMA is to work in conjunction with the SAC to manage and maintain the program. These activities include establishing policies dealing with the operation and direction of the program, providing staff support to SAC, monitoring the recipients and contracts selected for funding, and evaluating the program.

3. Program Criteria

The statutory requirements for funded recipients are found in Penal Code Section 13836 and 13837. These include criteria, restrictions, and priorities.

Penal Code Section 13837 Requirements

Provide in-person counseling and referral service during normal business hours. These are defined by CalEMA and SAC as one of the following:

- 8:00 a.m. to 5:00 p.m. – when closed from 12 noon to 1:30 p.m.; or
- 8:30 a.m. to 5:00 p.m. – when closed for ½ hour during the lunch hour; or
- 9:00 a.m. to 5:00 p.m. – as long as services are available during the lunch hour.

Offices must make every possible effort to have staff in the office to respond to telephone inquiries, drop-in clients, or members of the public during their established business hours.

Offices with a full-time office worker/secretary/clerical position must have staff in their office at all times during their business hours.

Maintain other standards and services determined to be appropriate by the SAC pursuant to Penal Code Section 13837 as grant conditions.

The SAC has mandated the following services standards:

- a) Provide in-person counseling;
- b) Provide group counseling/discussions;
- c) Provide access to or referrals to other services as appropriate;
- d) Provide follow-up services.

Demonstrate the ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to augment state funds appropriated for this recipient, and make every attempt to qualify for federal funding. This means recipients must actively seek alternative sources of funding and use the funds in a cost-effective manner.

Maintain semi-annual and final progress reports as requested by CalEMA.

Penal Code Section 13837 Restrictions

Funds appropriated under this program shall not supplant local funds that would be made available in the absence of state funds.

Priority must be given to centers operating in proximity to medical treatment facilities. Proximity is defined by CalEMA as having a formal referral system with the nearest general acute care hospital. An Operational Agreement (OA)/Memorandum of Understanding (MOU) must be established to satisfy this requirement and submitted with the application and current for the grant year.

State funds provided to established centers shall be utilized when possible, as determined by the advisory committee, to expand the program.

SAC Funding Priorities

The SAC has established the following funding priorities; these are listed in order of their importance:

- a) To provide funds to recipients operating in an area with a high comparative and demonstrable need.
- b) To provide funds to be directed toward members of groups with special needs (e.g., minority, developmentally disabled, low socioeconomic status, and runaways), to ensure equal access to services.
- c) To provide funds to recipients which represent the state geographically.

Provision of Services

Required services must be provided directly by the recipient or sub-contractor for specific services. In measuring the services provided to sexually abused and/or sexually exploited children under this program, only the services provided by the recipient or sub-contractor should be included.

OAs/MOUs shall be developed and maintained between the recipient and the referral agencies. OAs/MOUs must clearly delineate the expectations and services of the parties involved.

Staff and Volunteers

A criminal record check must be performed on staff and volunteers working with children under the age of 18 receiving services. This check must be done before the staff and/or volunteers begin face-to-face contact with the children receiving services. Staff and volunteers must meet the following criteria:

- a) Complete a formal application which includes three references checked by the CSAT Program Project Director;
- b) Complete a criminal records check and obtain clearance;
- c) Receive a minimum of 40 hours of formalized training on the issues of child sexual abuse and/or sexually exploited youth, substance abuse, sexually transmitted diseases, crisis intervention, and child abuse reporting law;
- d) Comply with Penal Code Section 11165 regarding mandated reporters; and
- e) Be supervised by the CSAT Program Project Director.

G. PREPARING AN APPLICATION

The Table of Contents includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine (9) required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (CalEMA 2-101);
- Project Contact Information;
- Signature Authorization and Instructions;
- Certification of Assurance of Compliance - VOCA;
- Project Narrative;
- Budget Narrative and the Project Budget (CalEMA 2-106a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

NOTE: Please pay special attention to the forms required. Failure to submit the correct forms will result in the application being returned.

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The recipient must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to CalEMA standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the CalEMA pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE (Limit this section to ten double-spaced pages)

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the recipient to implement the plan.

1. Problem Statement

The problem statement was identified in the first year of funding. This area must be updated with current information related to issues and/or needs within project’s target area, target population, and/or crime statistics.

2. Plan and Implementation

The program plan and implementation was presented in the first year of funding. This area must be updated with current and/or new goals, objectives, and activities of how the project will effectively impact the problem within its service area. Briefly describe how the project will implement its plan through its mission and range of services based on history, expertise, and participation on a multidisciplinary interview team. Describe project staffing, supervision, and evaluation responsibilities. The project’s system of clinical record keeping used for client contact for information regarding the victim’s problem and specific treatment modalities used to help the victim recover and how the recipient will ensure to obtain a release of information specifically to allow CalEMA to review the clinical records for grant monitoring and site visit purposes only.

Objectives and Activities:

The five mandated objectives and activities must be submitted as delineated below. Objectives should be listed at the top of each page with supporting activities. Recipients should complete each objective containing a blank with the number of clients to be served. The number should represent the best estimate of the project’s ability to provide the service during the grant year. Activities must describe the steps necessary to achieve the objective. Each objective must be accompanied with activities, which address the issues identified in the objective.

Objectives and activities should address the needs discussed in the problem statement, reflect the project design, and support the achievement of the program goals. These should describe staff assignments, and the methods used to measure results. These should be achievable within the grant period, and make reference to the source documents to be used in the reporting results.

Objective A: Provide in-person crisis intervention services to ____ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe how the recipient is going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

Objective B: Provide in-person individual counseling to ____ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe the recipient is going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

Objective C: Provide group counseling/discussion to ____ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe the recipient is going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

Objective D: Provide referrals to other services to ____ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe how the recipient is going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source documents must include client contact sheets telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

Objective E: Provide follow-up support services to ____ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe how the recipient is going to accomplish the objective and the staff to be used. Also describe the source documentation to be used to collect and report data. Source

documents must include client contact sheets telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

Additionally, the recipient must comply with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C., 12101, *et seq*, and *Title 28 of the Code of Federal Regulations, Part 35*. The recipient shall operate so each service is accessible to and usable by individuals with disabilities.

The recipient may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignments of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities, and construction of new facilities.

The recipient must ensure communication with individuals with disabilities is as effective as communication with others without disabilities. The recipient must also ensure individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (i.e., brochures, applications, consents, videos, etc.). The recipient must ensure all aspects of employment comply with ADA including the application process (recruitment and hiring), and employment tasks.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the recipient will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The recipient may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the recipient should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to CalEMA modifications and approval.

CalEMA requires the recipient to develop a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. Failure of the recipient to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The recipient should refer to the *Recipient Handbook* for additional information concerning CalEMA budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at www.CalEMA.ca.gov. Select any "Criminal Justice Programs" section under the "Justice Programs" Tab, select a section link and look in the "Related Links" for "*Recipient Handbooks*". Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The recipient is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the recipient's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.

- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the **whole dollar amount only** (no cents) on each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. **Personal Services – Salaries/Employee Benefits (CalEMA 2-106a):**

1) **Salaries**

Personal services include services performed by project staff directly employed by the recipient and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the recipient's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the recipient must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) **Benefits**

Employee benefits must be identified by type and percentage of salaries. The recipient may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the recipient.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (CalEMA 2-106b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the recipient, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the recipient must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during a CalEMA site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (CalEMA 2-106c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides CalEMA with additional information from the recipient to support components of the application. The following must be included:

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document

must demonstrate a formal system of networking and coordination with other agencies and the recipient. A sample OA is provided in “Forms” ([FORMS](#)).

- Operational Agreements Summary Sheet
- Project Summary
- Noncompetitive Bid Request
- Out of State Travel Request, CalEMA 2-700 - if applicable
- Emergency Fund Procedures - if applicable
- Other Funding Sources
- Prior, Current, and Proposed CalEMA Funding
- Project Service Area Information
- Computer and Automated Systems Purchase Justification Guidelines - if applicable

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
CRIMINAL JUSTICE PROGRAMS**

**CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM
REQUEST FOR APPLICATION**

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the application.

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- C. Budget Policy
- D. Glossary of Terms

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. CalEMA does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, CalEMA may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent state or federal funds are available for payment of such costs.

CalEMA Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

CalEMA may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy of the conditions will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by CalEMA.

b. Grant Award Agreements

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received.

c. Grant Award Amounts

When the amount of funds available is limited, CalEMA may reduce the amount of the grant award from the amount requested by the applicant. In addition, CalEMA reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, CalEMA will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the CalEMA Internet website at www.oes.ca.gov. Select “Justice Programs”, “Grant Applications & Proposals (RFAs/RFPs)” and “*Recipient Handbooks*.” The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* (RH) by referencing the handbook section number.

1. Internet Access (RH 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the terms of the program.

2. Progress Reports and Data Collection (RH 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, CalEMA will review these records for accuracy and compare them with the reported data submitted on the progress reports.

3. Monthly/Quarterly Report of Expenditures and Request for Funds (CalEMA 201) (RH 6300)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (CalEMA 2-201) (formerly OES 201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form CalEMA 2-201 will result in the withholding of funds and may result in the recommendation to CalEMA' Executive Director for termination of the grant award.

4. Technical Assistance/Site Visits (RH 10300)

Funded projects are assigned a CalEMA program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned program specialist within the first six months of the grant

period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

5. Monitoring (RH 10400)

A monitoring visit is an onsite assessment by CalEMA staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

6. Bonding Requirements (RH 2160)

Private community-based organizations (CBO) and American Indian organizations are required to obtain and send to CalEMA a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of CalEMA-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, California Emergency Management Agency" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

7. Audit Requirements (RH 8100)

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

8. Copyrights, Rights in Data, and Patents (RH 5300-5400)

CalEMA owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

9. Source Documentation (RH 10111)

Recipients are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the terms of the program. Recipients will be required to have written job descriptions on file for positions funded by CalEMA detailing specific grant-related activities to achieve project objectives.

C. **BUDGET POLICY**

This document summarizes information on CalEMA Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.oes.ca.gov, selecting “Justice Programs”, “Grant Applications & Proposals (RFAs/RFPs)” and “*Recipient Handbooks*.”

1. **Supplanting Prohibited (RH 1330)**

Grant funds must be used to supplement existing funds for program activities and **not replace** funds appropriated for the same purpose. A written certification must be provided to CalEMA indicating the grant funds will not be used to supplant existing funds. Supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1330 of the *Recipient Handbook*.

2. **Project Income (RH 6610)**

Project income such as client fees and fees for services provided by the project (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money, must be used to offset or augment the grant unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds unless otherwise specified in the RFA instructions.

3. **Methods of Contracting and/or Procurement (RH 3400)**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by CalEMA program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000, which requires prior CalEMA approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. CalEMA will provide assistance in submitting a noncompetitive bid request if CalEMA determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. **Match Requirements (RH 6500)**

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match specified in the budget will become part of the grant award. (Specific instructions for calculating the match are provided in Sections 6550 – 6550.2 of the *Recipient Handbook*.)

5. **Travel Policies**

The following is CalEMA's current travel policy:

a. **Travel and Per Diem (RH 2236)**

The applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBO)

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel and Per Diem Policy (*RH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel (*RH 2236.11*)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for CalEMA approval.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of .55 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m.

Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

Total is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate is \$84.00, plus applicable taxes (except as noted below). Lodging receipts are required for reimbursement.

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is \$140, plus applicable taxes.

6) Other

Taxi, airport shuttle, etc. which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. **Participating Staff**

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of project. The agreement between the recipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the operating expenses category of the grant budgets.

7. **Independent Contractor / Consultant(RH 3710)**

Consultant services are provided on a contractual basis by individuals or organizations not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or,
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. **Rates (RH 3710.1)**

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government can not provide services without this cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. **Expert Witness Fees (RH 3710.2)**

Projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), Medical Doctor (MD)];
- rate of pay per hour, including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if the expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation);
- justification for why this cost cannot be paid with county funds (attach the justification to CalEMA 2-106 a-c) (formerly OES A303b).

8. Facility Rental (RH 2232)

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (RH 2233)

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by CalEMA prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (RH 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of the total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

11. Audits (RH 8150)

CalEMA projects expending \$25,000 or more of CalEMA grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- if the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- if the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

12. **Equipment (RH 2300)**

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment may be budgeted if it is essential to the implementation of the project and to be used solely for project activities. Grant funds may not be used to reimburse the project for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by CalEMA is required.

b. Computers and Automated Equipment (RH 2340)

1) Community-Based Organization (RH 2342.1)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. CalEMA will evaluate the proposed purchase on the basis of grant-related need. Prior approval by CalEMA is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. CalEMA will evaluate the proposed purchase on the basis of grant-related need. CalEMA must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required. The Recipient will be sent instructions for preparing the justification.

3) Computer Purchase Justification (RH 2341)

Approval for purchases of computers and automated equipment is contingent on the applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. The Recipient will be sent instructions for preparing the justification.

c. Automobiles (RH 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of the service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobile usage during work hours. A cost analysis for automobile purchase as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by CalEMA's program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (RH 2240)

a. Bonuses and Commissions (RH 2241)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

b. Lobbying (RH 2242)

Refer to RH 2242.1 for an extensive list of prohibited activities.

c. Fundraising (RH 2243)

CalEMA grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (RH 2244)

Real property including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

e. Interest, Charges, Fee and Penalties (RH 2245)

1) Interest

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

2) Charges, Fees, and Penalties

Charges, Fees and Penalties Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

f. Food and Beverages (RH 2246)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

g. Weapons and Ammunition (RH 2247)

The cost of weapons and/or ammunition of any type are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

h. Membership Dues (RH 2248)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Professional License (RH 2248)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

j. Annual Professional Dues or Fees (RH 2248)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

k. Charges, Fees and Penalties (RH 2245)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

l. Depreciation (RH 2249)

Equipment costs may not include additional costs calculated for depreciation.

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet who is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Recipient was formerly referred to as the “Grantee”.
Application	Once selected for funding, the original proposal plus any additional forms as required by CalEMA becomes the application. This application, once signed by CalEMA and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency’s workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist Recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award Agreement	The signed final agreement between CalEMA and the local government agency or organization authorized to accept grant funding. (See Application.)
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (CalEMA 2-101) (formerly OES A301).

TERM	DEFINITION
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the CalEMA Local Assistance Monitoring Branch (LAMB) indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization (aka Community Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501 (c) (3) for recipients of Faith-based Organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <ol style="list-style-type: none"> (1) Proof that the Internal Revenue Service recognizes the applicant has the status of a 501 (c) (3). (2) A statement from a State taxing body or the State secretary of state certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual: (3) A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant; or (4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award recipient. If multiple sites exist, the site that provides the project recipients with program direction qualifies as the "on site location."

TERM	DEFINITION
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles, but which serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to CalEMA that specified the priorities, strategies, and objectives of the applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible in the "Related Links" section of the internet website at www.oes.ca.gov under "Justice Programs", "Grant Applications & Proposals (RFAs/RFPs)" and " <i>Recipient Handbooks</i> ." The <i>Recipient Handbook</i> was previously called the " <i>Grantee Handbook</i> ".
Request for Application (RFA)	The RFA is a noncompetitive process issued by CalEMA to obtain applications from applicants previously selected for funding.
Request for Proposal (RFP)	The Request for Proposal is issued by CalEMA to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid".
Sole Source	This term has been replaced by the term "noncompetitive bid".
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.

TERM	DEFINITION
Supplanting	To reduce federal, state, or local funds because of the existence of CalEMA funds. Supplanting occurs when a Recipient deliberately replaces its non-CalEMA funds with CalEMA funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, CalEMA policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code